



# North Bridge House

## Senior School

**Abstract:** This policy is to be read in conjunction with the following policies:

- Behaviour
- First Aid
- Fire Safety
- Health and Safety

**Purpose:**

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all pupils throughout the school day.

**1. Legal Obligations:**

The governing body and the SLT have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees, pupils and others who enter the school. The employer is required to ensure that the supervision of pupils throughout the school day is adequate to ensure their health, safety and welfare.

The NBH Senior Leadership Team (SLT) will make arrangements for the security and effective supervision of the school buildings and their contents.

The teachers have a duty of care to the children, which is based on the principle that they are 'in loco parentis'. This can be thought of as the standard of care expected of prudent parents in the care of their children. In order for teachers to carry out their duties effectively, they have certain responsibilities. These include:

- Ensuring that they are aware of school policies and obtain information they need in order to carry out their professional duties effectively
- Ensuring the maintenance of good order and discipline during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities whether on the school premises or elsewhere

**2. Negligence:**

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times. (For information regarding claims for negligence and disciplinary procedures etc, see the Staff Employment Handbook).

Any injury to a pupil would not in itself be grounds for a successful action against a member of staff. However, if anything happened to a pupil, the cause of which could be attributed to some lapse in the standard of the appropriate care, the member of staff may incur some legal liability. It is necessary to show that there has been negligence by the school which has resulted in the injury sustained by the pupil. The employer is responsible for any negligent acts of their employees committed in the course of their employment.

### **3. Responsibility During the Day:**

#### **a. Unexplained Absence**

The responsibility to ensure that a pupil attends school regularly is that of their parents and guardians. The school office will contact parents if pupils are absent from school without notification (see registration procedure below).

#### **b. Illness**

When pupils are taken ill during the school day the school will, if required and usually after discussions with the Form Teacher/Head of Year and/or trained First Aider where appropriate, contact the parents/guardians whether at home or at work in order that the pupil can be collected. Information about contacts is kept on the school's electronic system and in the school office. (See also the First Aid Policy: attendant policy for the administration of medication, for the procedures regarding sick pupils).

All pupils who are known to have a medical condition and/or allergies are known to staff members and a list of these pupils is retained by the office, and displayed in the Staff Hub.

#### **c. Registration**

The law requires regular attendance by pupils at school and schools are required to take an attendance register twice daily (except where pupils are boarders). This must be done at the start of the morning session, and once during the afternoon session. Schools, including independent schools, must notify the LEA if a pupil attends irregularly, or is absent continuously without authorisation for ten or more school days.

#### **Procedure of Registration:**

Morning and Afternoon Registration is recorded following UK law and Government guidelines:

Morning attendance at NBH is taken at 0835hrs and is recorded by the Form Teacher through the application of SIMS and is checked and monitored by the School Secretary and Receptionist. All Form Teacher attendance registers must be recorded by 0900hrs.

In case of an emergency/fire/evacuation the School Secretary and Receptionist will distribute hard copies of all class lists so that the school can be made aware if a pupil is missing from class at that time. The Form Teacher/ subject teachers should mark absent

pupils as 'unauthorised' and the School Secretary and Receptionist should update the attendance record on SIMS with the appropriate code depending on the reason for absence.

Should teachers receive any information on a pupil's absence, this information must be forwarded to the School Secretary and Form Teacher.

Any pupils arriving late into school should be marked as absent from their class, and on their arrival to school they should report straight to the school office where they will be required to note the reason for being late in the Late Book. The Receptionist will update their attendance record.

The law in this country requires all children between five to sixteen who are educated at a school to attend so long as they are well. Permission not to attend school may be granted by the Headteacher up to a maximum of ten days. If permission is not given or the maximum is exceeded then the family is in breach of the law and the school is obliged to make annual return of such unauthorised absences to the Government.

#### **d. Supervision in classrooms**

Staff and pupils are expected to arrive to lessons, in good time, as far as is practicable, and to wait in an orderly fashion for the room to be vacated. Due to the transit of staff and pupils around the site, it is assumed that staff will complete their lessons in good time to facilitate timely transition to the next class for all. During the lesson, staff should not leave the classroom unattended at any time. In the case of emergency, a pupil will be deployed to seek assistance.

#### **e. Before and After School**

Pupils do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins when the children arrive at school:

- The school has written to all parents stating the time of the start of the school day and indicates that no arrangements are made for the supervision of children earlier than 08.25
- There are also no arrangements made beyond 17.00 unless there is an evening activity at the site
- This statement is included in the school's Parent/Pupil Planner and Handbook
- (Refer to entry and exit procedures below for activities out of normal school hours)

At Rosslyn Hill pupils are permitted to enter the building at 08.25 from which time until 08.35 a member of the administration and other staff as required are on duty. The same applies to the afternoon from 1600 to 1700.

#### **After-school activities and clubs**

The exception to the above is for pupils who are in a supervised after school activity. The daily class lists for after school activities are in a folder placed at the desk of the afternoon secretary. Depending on the activity, teachers may end their respective activity by 1700.

All staff members taking after school activities take attendance registers at the start of the activity.

***f. Entry & Exit to Buildings and off-campus guidelines***

Due to the nature of the open campus feature at NBH, it is essential that safeguards are in place and that all pupils and staff are informed of the security and safety procedures by the Head of Business Operations during the health, safety, security and fire evacuation presentations at the start of the school year in September. Right from the start and throughout the school year, it is imperative that all pupils and staff adhere to this policy. All staff must complete the sign in/out register by writing down the time every time they enter and leave the school.

**f.i. Pupils**

All pupils must follow the code of conduct (see below) during all times when not in the school buildings (off campus) within the school day (lunch time for Year 11, and before and after school for all pupils).

**f.vii. Off Campus Privileges and Prescribed Boundaries**

**The guidelines for staff in monitoring pupils behaviour should be noted as per the stated pupil code of conduct (see below). Staff will report any infringements to the Head of Year 11.**

The Head of Year also performs periodic spot checks and monitoring.

**Pupil Code of Conduct For Off Campus Privileges States the Pupils Must:**

- Sign in and out each time they leave and return to the campus
- Remain within the boundaries as defined in a Year Group assembly/briefing
- Only use zebra or traffic-light controlled road crossings
- Not loiter or litter anywhere
- Must not enter pubs or gambling establishments
- Display good manners, behaviour and consideration towards the public and one another at all times
- Exercise street wise safety/security procedures as defined at the start of the school year or at any new intake date.
- Enter the school office telephone number into their mobiles: 020 7267 6266

**f.x Sanctions**

Sanctions will be applied to pupils who fail to observe and follow procedures in the code of conduct as outlined above:

- First referral, if not of a serious nature, will result in the off-campus privilege being revoked for one week with parents and Form Teacher/Head of Year informed and the incident recorded by the Head of Year

- Second referral, if not of a serious nature, will result in the off campus privilege being revoked for two weeks with parents and Form Teacher/Head of Year and SLT informed and the incident recorded by the Head of Year
- Third referral, or a referral of a serious nature, will result in the off campus privilege being revoked with parents and Form Teacher/Head of Year and SLT informed and the incident recorded on the pupil file
- Following a referral of a serious nature resulting in sanctions being applied, a necessary conference with the pupil, parents, Form Teacher/Head of Year and SLT will take place with a view to offer any additional support, from both inside and/or outside sources, as a means to assist in further developing positive behavioural attitudes

#### **g. Sports Activities**

The same general principles of care apply during all PE sessions as to other school activities. It is very important that the teacher should consider factors such as:

- Safety of apparatus and equipment to be used
- Condition of the flooring
- Suitability of pupil clothing
- The suitability of the activities for the ability and age-range of the pupils

Please follow the procedures listed below:

- Staff should wear appropriate clothing
- Children should not be allowed to wear watches or jewellery during PE activities
- Ear-studs should be taped over
- If valuables are handed to the member of staff for safe-keeping, the school accepts no responsibility for them
- Pupils should not be allowed into the sports hall before the start of the session without direct supervision
- Pupils should not be handling PE equipment without direct supervision

Pupils not taking part in a PE session should either accompany the PE class or will be assigned to supervised library study session.

NBH also makes use of various sports facilities including The Tallacre and Swiss Cottage centres. These are located off-campus.

All pupils using external facilities for curricular and extracurricular activities are accompanied to and from the site, via coach-service, by the PE teaching staff. A register of attendance is taken before leaving the school site, upon arrival at sports facility and once the party has returned to the school.

**h. Creative Subjects – Rehearsal Supervision**

Notes from Music: 5. Extra-curricular delivery of music (ensemble/rehearsal/specific instrument focus) will be offered in all break periods and 4 out of 5 lunch periods, as per timetable devised by department. Supervision of first floor music spaces will be maintained by the Music Department at these times. All staff involved to have sufficient personal break and lunch times, and early/late catering will be organised as required. Headteacher to be notified of requirements/changes.

**i. Practical Subject Activities**

Teachers of practical subjects: Art, Photography, Science and DT will consider the organisation of the pupils involved in practical activities.

Teachers will be aware of COSHH guidelines and these should be clearly displayed in the relevant working areas.

Consideration is given to the number of pupils who can be suitably supervised when organising practical activities. Teachers will take all necessary precautions to include, where appropriate:

- Use of masks and goggles
- Training in the use of tools and other equipment
- Training in the carrying of glass and sharp objects
- Training in the carrying of hot substances and use of equipment that retains heat
- Training in the safe use of chemicals
- Training in the safe handling, tidying and disposal of materials
- Awareness of pupils of which areas are out of bounds (storage, kiln, cutting room etc.)

In addition, the following guidelines will be followed:

- Pupils should be closely supervised when using sharp equipment
- All equipment should be accounted for at the end of the activity, stored in a safe place and regularly maintained/replaced when necessary
- Pupils should not have access to craft-knives or other sharp tools/blades
- Teachers should ensure that pupils are trained in the correct use of tools and equipment
- Teachers should be aware of the appropriate First Aid procedures to take in the event of an accident

Suitable safety information should be available for pupils e.g. posters on display in practical settings such as the laboratory and written guidelines issued.

**j. ICT**

Please see the NBH Data Protection Policy and AUP for information on the supervision of pupil use of ICT.

**k. Lunchtime Supervision**

Supervision of lunchtime is provided by two staff members in the dining room, one member of staff in the Reception area/downstairs corridor and by three staff members in the playground who patrol the designated areas for pupils at that time. Staff are provided with guidelines and are briefed by SLT on the expectations of each duty role.

**I. Visitors**

- Visitors buzz the call button on the external entry gate to notify the school office that they require access to the building
- Visitors must present themselves to the school office, provide identification if requested and notify who they are visiting
- Visitors are signed in the Visitors' Register Book
- Visitors are requested to remain in the assigned waiting area until their NBH host arrives
- All visitors remain with their NBH host, and/or under supervision of another member of staff, for the duration of their visit

**m. Community Events (During & After School)**

- Open/closing times are shared with cleaning staff
- The main entry door for visitors is supervised by secretarial staff
- Health safety, security and fire evacuation procedure must be announced at the start of all events. This is done either by the designated Health and Safety officer or the host of the event
- The host is given health; safety and fire instructions by the Health and Safety officer
- In the absence of the Health and Safety officer a member of the Admin team will be briefed in these procedures

**n. Emergency**

In the case of an emergency please send a pupil to the main office or adjacent classroom to seek help if the teacher is alone. Do not leave the class unattended. In the event of a fire or other evacuation, please follow the procedures as outlined in the school Fire Safety Policy.